



A Tradition of Stewardship  
A Commitment to Service

**Planning, Building & Environmental Services**

1195 Third Street, Suite 210  
Napa, CA 94559  
www.countyofnapa.org

**Hillary Gitelman**  
Director

February 6, 2013

Winery  
Address  
Napa, CA 94559

**RE: Request for Information**  
**APN: 000-000-000-000**

Dear Name:

\_\_\_\_\_ Winery, located at \_\_\_\_\_, Napa, California, was one of twenty wineries selected by the Napa County Planning Commission on July 18<sup>th</sup> 2012, for the 2012 wine production monitoring program.

The program began seven years ago at the behest of the Board of Supervisors. As a follow-up, the Napa County Planning Commission at their meeting on December 6, 2006, directed the Planning Department to establish a wine production monitoring program. The program provides a means to determine whether a winery's existing wine production level is in compliance with its approved use permit. A formula to calculate existing wine production levels was established by members of Napa Valley's wine industry for this purpose. (See the attached, "Wine Production Flow Chart" for further explanation.) Each year a number of wineries are randomly selected by the Planning Commission for monitoring purposes. As the years progressed, the Planning Commission has requested additional information from the wineries to determine grape sourcing compliance, visitation compliance, custom crush data and food service.

The names of the wineries selected remain confidential and are not divulged in the final report to the Commission.

I am the staff planner currently assigned to this project and the planner who telephoned you last summer. Here is the list of information I indicated we will need to process the audit:

1. Please provide one copy of the *Federal Report of Wine Premises Operations* TTB Form 5120.17 (sometimes referred to as the 702 form). For this year's program, the TTB forms from January through December of 2012 are requested. (See the attached sample TTB Form for recognition purposes.) Please provide only the forms for the winery located at the address above.
2. Please provide one copy of the *State of California Grape Crush Workbook*, showing all sources and amounts of grapes/juice and/or bulk used during 2012 at the above stated winery.
3. Please provide visitation records (fillable form attached) for all "BY APPOINTMENT ONLY" tours and tastings and ALL marketing occurring at the above stated winery.
4. Please provide information for all custom crush customers who utilize Winery Name for their production. Please write a short narrative describing the name of each customer and the amount of wine produced for each customer.
5. Please let me know if you serve food at your winery and if so, how many employees have attended the Food Handler certification course.

The Department requests that you please send, fax or email the forms within ten days of receipt of this request to:

Linda St. Claire, Planner III  
Planning, Building and Environmental Services Department  
1195 Third Street, Suite 210  
Napa, CA 94559  
Email: [linda.stclaire@countyofnapa.org](mailto:linda.stclaire@countyofnapa.org) Fax: 707-299-4270

Thank you in advance for your assistance in this matter. If you have any questions, please contact me at: 707-299-1348 or at the above email.

Best Regards,



Linda St. Claire, Planner III  
for Hillary Gitelman  
Director of Conservation, Development & Planning

Attmts: (3)